



Science Program Assistant Director

Science Program Assistant Director Pontchartrain Conservancy – New Orleans, LA

The Pontchartrain Conservancy (PC) is a 501(c)(3) non-profit organization that seeks research-based practical solutions for preserving and restoring the Lake Pontchartrain Basin. Our strengths are our depth of scientific knowledge and understanding of the pertinent challenges affecting the basin region, as well as our proven-track record in finding practical solutions.

POSITION SUMMARY:

The Science Program Assistant Director will support the Science Program Director in all aspects of the Pontchartrain Conservancy's (PC) Science Program. The Assistant Director will direct PC's Water Quality monitoring programs and assist with the coordination, implementation, and delivery of programmatic requirements as directed by the Science Program Director.

This position is full-time (40 hours weekly).

DUTIES AND RESPONSIBILITIES:

Water Quality

- Direct the scientific development of PC's Water Quality Program.
- Develop new water quality projects and programs as needed, and as funding opportunities dictate, understanding the needs and trends in the field, in line with PC's Strategic Plan.
- Assist with directing WQ projects to implement PC's mission to improve water quality.
- Advises and makes recommendations to the Program Director for projects and associated budgeting, planning and management issues affecting the WQ Department.
- Coordinate with and direct efforts of PC's wastewater technician for source identification and correction in the Sub-Basin Program.
- Monitor LDEQ and other permitting agencies for projects and permits relating to water quality and discharges. Submit comments as needed.
- Represent PC in conferences, task forces, and meetings as directed by the Program Director.
- Coordinate data collection and data storage activities; manage all WQ internal data databases for PC water quality monitoring programs.
- Oversee collection of water quality samples in accordance with Pontchartrain Conservancy's Standard Operating Procedures (SOPs) and EPA approved Quality Assurance Project Plans (QAPPs) as related to the individual projects. Collect & oversee collection of water quality samples in streams and waterways as related to the individual projects.
- Be liaison to various project-specific laboratories for the analysis of water quality data. Ensure the data is delivered according to the programmatic requirements in PDF and EDD formats, and/or required formats for external use.
- Conduct third-party laboratory inspections and assist Program Director with Quality Assurance reports from these laboratories.
- Manage database for water quality data collection including data input, quality control and data sharing. Maintain PC's webpage of sampling data.



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- Assist Program Director with the preparation of programmatic data and invoicing reports.
- Assist Program Director with analysis and presentation of Water Quality monitoring program and data for peer reviewed journals and at scientific conferences, as needed.
- Assist PC's Contract Wastewater technician and subject matter expert (SME) with WWTP's when necessary.
- Respond to requests for information, particularly from the research and scientific communities, government agencies, citizens, and students.
- Assist in applying for grant opportunities, as needed.
- Respond to media inquiries, as needed.

Outreach & Education

- Attend external meetings pertaining to science program, as requested by the Program Director.
- Find at least one opportunity to present PC program work or findings to an external community group or professional organization per year. Scientific or academic organization is preferred.
- Work and partner with municipalities, agencies, community groups and organizations as necessary to develop water quality/environmental solutions.
- Respond to Water Quality concerns by the public: including monitoring and investigation.

Administrative Requirements

- Support the Program Director in the management of staff & training of science personnel.
- Coordinate the review of invoices or expenses, as requested by the Program Director.
- Ensure project expenses incurred by science department staff are submitted for financial review in the Blackbaud software on a timely basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Minimum of Graduate (Master's) degree in an environmental discipline (i.e. biology, geology, geochemistry, environmental science) or MBA.
- Strong technical skills and knowledge of as applied to field data collection and instrumentation.
- Five years of experience in environmental issues post graduate, including demonstrated experience with scientific project development and management.
- Excellent written and verbal communication skills.
- Highly organized and efficient with the ability to coordinate numerous projects simultaneously with limited oversight.
- Ability to effectively work with people of diverse backgrounds and experiences.
- Ability to use word processing, spreadsheet, statistical, database, and GIS software.
- Ability to lift a maximum of 50 lbs. and conduct field work that may include environmental stressors of high heat, humidity, or cold.
- Reliable transportation required.



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Qualified applicants seeking consideration should forward a cover letter expressing their interest, qualifications and experience and a resume to frank@scienceforourcoast.org. No inquiries please—candidates will be notified of follow-up interviews.

PC provides equal employment and advancement opportunities to all employees and applicants for employment, without regard to race, color, religion, age, sex, pregnancy, gender, disability, national origin, ethnic background, citizenship, veteran status, sexual orientation, gender identity and expression or any other characteristic protected by applicable law.